



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 082 - B	ISSUE DATE: July 24, 2024	CLOSING DATE: August 21, 2024
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TITLE: Administrative Analyst 4, Accounting	OPEN TO: General Public
DIVISION: Investment	TITLE CODE 50076D RANGE: R29
UNIT: Accounting	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$ 86,546.27 - \$123,424.67

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Investment is seeking an Administrative Analyst 4, Accounting to work in their accounting unit. Under direction of the Director of Accounting, the Administrative Analyst 4, Accounting will be responsible for all accounting functions and internal controls to strengthen the operations. They will supervise, delegate, train and review work of the accounting staff of Division of Investment to ensure the unit's goals are met. Accounting is primarily responsible for the Common Pension Funds A, D, E and L, Cash Management Fund, Deferred Compensation Funds, Police and Fire Mortgages, Trustees, NJ best, SACT, and certain miscellaneous funds. The candidate will establish the accounting procedures and internal controls in conformity with General Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, State of New Jersey Statutes, State Investment Council (SIC) Regulations, and DOI policies and procedures. They will also be responsible for ensuring all closing deadlines are met. The candidate will draft all required year-end financial statements, schedules and footnotes; serve on various RFP committees to ensure proper integration of Division-wide systems; review the supporting work papers and monthly internal financial statements prepared by subordinates for compliance and accuracy; ensures all financial statements are completed and reviewed within 30 days after month-end and material errors are reported to the respective Custodians; prepares ad-hoc reporting for Division Director and SIC; prepares financial statements and footnotes for various funds under management in the audit preparation; assist in the preparation of the SIC Annual Report; coordinates with and responds to auditors (both external and state auditors) in a timely fashion to ensure audit deadlines are met; coordinate with other departments within Treasury to facilitate the issuance of the Pension Fund financial statements and State Annual Comprehensive Financial Report (ACFR) on time; convenes regular meetings with Global Custodians and other departments (cashier, compliance, trading, etc.) regarding all accounting issues related to the assets under management of DOI; make recommendations to improve and automate the accounting functions whenever possible; continues to provide input into the Division staffing plan in response to retirements to ensure segregation of duties and a robust system of internal controls while balancing the overall needs of the Division; monitors all new statutes, regulations, policies and guidelines; recommends and implements new procedures to ensure compliance in a timely manner; may perform other related duties.

The ideal employee for this position will have experience in investment management services (i.e. mutual fund environment and alternative investments) as well as a thorough understanding of accounting principles, explicitly accounting for partnership investments, equity (Domestic and International), and fixed income securities. A CPA license is preferred. Applicant should be able to multitask effectively, have strong computer skills, especially in Word and Excel (Pivot Tables and Vlookup) and have excellent oral and written communication skills.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

Education & Experience:

Eight (8) years of professional experience involving the auditing or the installation, operation, and maintenance of large-scale accounting systems, including or supplemented twenty-one (21) semester hour credits in accounting.

-OR-

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in accounting; and four (4) years of the above-mentioned professional experience.

-OR-

Possession of a valid New Jersey Certificate as a Certified Public Accountant (CPA) issued by the New Jersey State Board of Public Accountants; and four (4) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and three (3) years of the above-mentioned professional experience.

Note:

Applicants must meet one of the above or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

IMPORTANT NOTES FOR STATE EMPLOYEES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

IMPORTANT NOTES FOR APPLICANTS FROM THE PUBLIC

Provisional Appointment:

Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 21, 2024 :

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 082 - B Administrative Analyst 4, Accounting" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer